

Position Description

Vacancy Title: **Office Executive**

Location: **Denarau**

Reports To: **CEO**

Objective

The Office Executive provides professional administrative support to the Chief Executive Officer and contributes to the efficient day-to-day operation of the office and front office. The role coordinates office administration, records, correspondence, meetings, travel, visitor support and general office requirements, while maintaining confidentiality, professionalism and a high standard of customer service. Working closely with the CEO and Management Team, the Office Executive supports the consistent application of PDML policies, procedures, values and operational requirements. The role reports directly to the Chief Executive Officer.

Outcomes

Organisational Stakeholders

1. Administration support performed efficiently

- Administrative support provided to support the effective operation of the office.
- Incoming and outgoing correspondence, emails and telephone enquiries managed professionally and in a timely manner.
- Office files, documents and records maintained accurately and systematically.
- Administrative requests from the CEO and Management Team addressed promptly.
- Confidential information handled appropriately and with discretion.

2. Meetings, schedules and travel effectively coordinated

- Meetings and appointments scheduled and coordinated efficiently.
- Office calendars maintained and key commitments and deadlines monitored.
- Travel arrangements coordinated for executives and team members as required.
- Meeting agendas, documents and presentations prepared accurately and on time.
- Meetings attended where required, with minutes and meeting notes accurately recorded and distributed.
- Corporate social responsibility activities coordinated in liaison with the CEO and Management Team.

3. Office maintained to a professional standard

- Office and reception areas maintained in a clean, organised and professional condition.
- Visitors, clients and employees greeted and assisted in a professional and welcoming manner.
- Office supplies and equipment monitored and replenished as required.
- Office maintenance requirements coordinated with relevant suppliers and service providers.
- A professional and welcoming front-office environment maintained at all times.

4. Records and information maintained accurately

- Information entered and updated accurately in relevant databases and systems.
- Office activity records maintained accurately and kept up to date.
- Administrative records and information maintained in an organised and accessible manner.
- Administrative issues identified and resolved where possible, or referred appropriately.
- Team members supported in identifying practical solutions to administrative issues.
- Confidentiality maintained in the handling and storage of information.

5. Teamwork and stakeholder relationships supported

- Positive and cooperative working relationships maintained with the CEO, Management Team and employees.
- Effective communication maintained with internal and external stakeholders.
- Administrative support provided across the organisation where required.
- Cooperation, efficiency and productivity supported through effective coordination and teamwork.
- Stakeholder enquiries managed courteously and directed to the appropriate person where required.

6. PDML's image and values demonstrated and upheld

- PDML's image and organisational values consistently demonstrated.
- Professional conduct maintained in all internal and external interactions.
- Cooperation, efficiency and productivity supported across the organisation.
- Awareness of safety, health, security and environmental requirements supported.
- Role deliverables aligned with PDML's organisational values and strategic direction.
- Good corporate and governance practices observed in carrying out responsibilities.

Product's Stakeholders

1. Statutory and operational compliance maintained

- Relevant statutory and regulatory requirements complied with.
- PDML operational procedures consistently followed.
- Risk requirements observed in carrying out role responsibilities.
- Issues with potential compliance or operational implications escalated appropriately.

Responsibilities - Key Competencies

Competence	Description
Business	
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Operational	
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Business Administration	
Desirable		
Degree	Business Administration	

Work Knowledge and Experience

Proven experience in office administration or a similar administrative role.

Strong organisational skills with the ability to manage competing priorities and adapt to changing requirements.

Sound judgement, critical thinking and practical problem-solving ability.

Excellent customer service and communication skills across all levels.

Proficiency in Microsoft Office Suite.

Experience coordinating meetings, travel and general office logistics.

Demonstrated reliability, attention to detail and discretion in handling confidential information.

Requirements

Language Proficiency

Excellent command of English

Understanding of vernacular languages would be an advantage

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
	Chief Executive Officer	
	Management Team	
External		
	Auditors	
	Business clients	
	Contractors	
	Customers	

Type	Interaction	Comments
	Emergency and Rescue Agencies	
	Government Officials	
	Regulators	
	Statutory Authorities	
	Suppliers	
	Tenants	
	Training Institutions	

Attributes

Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Extrovert	Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.
Perceptive	Shows keen insight and understanding of issues or situations.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Initiative	Takes action and makes decisions without the help or advice of other people.
Well Organized	Controls tasks in a well thought out and critical manner

How To Apply

Please apply through the job portal link provided and upload: 1.) An up-to-date CV 2.) A cover letter addressing the requirements of the role 3.) Contact details for at least two professional referees from your most recent roles Only shortlisted candidates will be contacted to progress to the next stage of the recruitment process.

Contact for Enquiries

Contact Name: Nathan Baravilala

Contact Email: nathan@maxumise.com

Further Contact Information: Maxumise Ph: 7731337

Closing Date: 27 Sep 2026